

# HAMPTON COLLEGE

## Careers Guidance

---

### Statutory Requirements

Paragraph 16 says:

The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12- to 13-year-olds) to year 13 (17- to 18-year-olds).

### Independent careers guidance must be presented in an impartial manner

Paragraph 17 adds that independent careers guidance must:

Be presented in an impartial manner

Feature information on the range of education or training options, including apprenticeships and other vocational pathways

Promote the best interests of the pupils to whom it is given

---

### *Vision Statement*

*We aspire to ensure that all our students, irrespective of ability and regardless of anyone's doubts, achieve their potential in full; and we aspire in this way to make Sixth Form students at Hampton strive for their best potential. We strive to provide information that promotes clear, ambitious and realistic plans for the future and helps students to understand the options available. Students are informed and advised about local and national skills needed.*

### 1. Introduction

1.1 The Education Act 2011 places a statutory duty on maintained schools to secure access for pupils to *independent and impartial careers guidance* that promotes the best interests of the pupils to whom it is given and includes information on all options available to them, including apprenticeships and other work-based learning. The DfE re-issued statutory guidance in April 2014 on how this should be implemented to which schools must have regard in carrying out the new duty.

### 1.2 Key points in the Statutory Guidance

The duty on schools, to secure independent careers guidance for all year 8-13 pupils, is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential. Schools should help every pupil develop high aspirations and consider a broad and ambitious range of careers. Inspiring every pupil through more real-life contacts with the world of work can help them understand where different choices can take them in the future. Schools must work with local authorities to support more vulnerable young people including those with special educational needs, and those who are disengaged or at risk of disengaging. Schools can measure the effectiveness of their careers and inspiration activity by considering both the attainment and the destinations of their pupils. Success will be reflected in higher numbers progressing to apprenticeships, universities – including selective universities, traineeships, and other positive destinations such as employment or a further education college. This will help to close the gap in destinations between young people from disadvantaged backgrounds and others.

1.3 There is in any event an obvious case for stating the School's position on this important area and the Head of Sixth Form reaffirms the long standing commitment to ensuring high quality careers guidance that promotes pupils' best interests and meets their real needs.

## 2. Definitions.

2.1 **Advice and Guidance** refers to a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future. (DfE statutory guidance 2014)

2.2 **Independent** "is defined as external to the school" (*DfE statutory guidance 2014*). The School does not interpret this to mean that it has no role in quality assuring an independent service provided to its pupils.

2.3 **Impartial** "is defined as showing no bias or favouritism towards a particular education or work option" (*DfE statutory guidance 2014*).

2.4 **Promote the best interests of the pupils to whom it is given** includes a requirement that advice must not depress pupils' reasonable aspirations/possible attainment. It must take into account their potential life-long careers not just their immediate 16+, 17+ or 18+ placements.

## 3. The Role of the School

3.1 The School will secure and (when necessary) pay for independent and impartial careers guidance advice. This may take many different forms, including one-to-one meetings with Liz Duckworth, the school's independent Careers' Advisor, information evenings and outside speakers in General Studies programmes and assemblies. Topics including politics (taxation, employment/unemployment and work trends including retirement) are covered in General Studies (1 hour per week for each Year Group). Students are also given advice about career progression with choices of higher or further education choices including apprenticeships and vocational training as well as degree-course choices. Trips to Universities occur twice each year and enable students to gain access to independent advice about the suitability of courses on offer and career pathways.

3.2 The School takes an annual trip to The Skills Show in Birmingham where universities, employers and providers of Higher and Further Education (including providers of apprenticeships) present a wide range of information about opportunities available post-18.

3.3 Students suited to the Russell Group Universities are given targeted information about the specific requirements of a UCAS application, and candidates considering an Oxbridge application are given one-to-one guidance and support.

3.4 The School will provide information and verbal briefings on pupils to help independent advisers and mentors to understand their potential outcomes and current performance and will expect this information to be given due consideration and to be used in confidence. Form tutors run a programme throughout the year 'Careers Mondays' and follow the defined steps to ensure delivery of relevant, up to date information about the careers market and to promote self-evaluation on prospects and future opportunities. This includes the value of self-presentation, voluntary work, wages and local and national skills needs.

3.5 The School will quality assure careers guidance, including that offered independently, to ensure that pupils are receiving advice that is impartial and is relevant to their needs, and will raise any concerns that might emerge in good time with advisers. Staff in the Sixth Form benefit from the relatively small number of students in the Year Groups and the staff's personal knowledge of individuals adds to the relevance and quality of advice given on a one-to-one basis throughout the year.

3.5 The School will provide a range of careers activities, including work-related learning and work experience for Sixth Form students through the Work Experience Programme provided by The Skills Service based in Peterborough. All students are offered the opportunity to participate in the scheme whereby they choose a field of work they are interested in and make a choice of up to 5 opportunities on the database to apply to. Advice and guidance about the roles applied for, the process of securing an interview, the content and presentation of the cv and other preparatory work is given to individuals on a one-to-one basis as they progress through the application process.

3.6 Students are encouraged to be ambitious in their future-planning. They are encouraged to stretch themselves in their area of interest in order to gain additional knowledge and understanding of the wider world so they are better placed to make informed choices. All students are encouraged to consider taking steps to enhance their future career prospects and boosting their self-confidence in order to be ambitious with their future plans.

There are many examples of students accepting challenges offered outside of the classroom that have been promoted within the Sixth Form. These include:

- Individual students are, where appropriate, targeted and encouraged to apply to participate in programmes such as The Nuffield Trust Research Placements which take place annually.
- In 2016, students joined a project in Corby run by Channel 4 that gave them first-hand experience of working with a film crew to promote diversity. The school monitors and promotes opportunities outside of the school to students.
- In 2016, one student accepted an opportunity to do two weeks' work experience at a prominent finance company in Canary Wharf, London.
- Other students have taken the opportunity to participate in programmes at the local hospital (haematology department).

3.7 The School actively promotes participation in the National Citizenship Scheme to encourage involvement in worthwhile local and national charitable activities. Students receive a presentation by the NCS themselves given in an assembly and school Sixth Form Staff and NCS staff follow up the presentation with direct persuasion to participate, using the benefits of enhanced cv, awareness of the wider world, valuable and valid material for use in a UCAS Personal Statement and/or in a cv for a job or apprenticeship application. Students are made aware of the value of developing character beyond the classroom as a method of improving opportunities not only in higher or further education, but also in terms of future employment for many years to come.

3.8 Students all participate in the annual Enrichment Week that takes place in the final week of the academic year in July. Students arrange their own placements based on their own interests and future career plans. Students who do not manage to make arrangements for that week remain in school and follow a programme of career-plan enrichment projects including cv writing/refinement, mock interview practice and one-to-one interview techniques.

3.9 The School promotes the use of Futurelearn courses which provide individuals with the opportunity to explore a career interest online and to take an independent step towards investigating a career path. Students can, if they wish, take a test at the end of an online course.

3.10 Students are invited to participate in the EPQ programme offered at Sixth Form. Students benefit from developing their Independent Learning Skills and self-confidence in their field of interest. Independent but guided study at EPQ level gives students the confidence to be ambitious in pursuing their interests post-18.

3.11 Pupils will have access from School to on-line advice, including the Unifrog website. Pupils will also be advised of the NCC telephone helpline number.

3.12 The school will evaluate its success in supporting pupils to take up education and training which offers good long term prospects through analysis of internal destination measures and DfE destination measures data. This data will be shared with the local authority.

4. This Vision Statement will be reviewed annually and its implementation will be monitored by the Senior Management Team.